



REQUEST FOR PROPOSALS

14th June 2019
RFP No. KN003/2019

Conservation International Foundation (hereinafter referred to as “Conservation International”), is issuing a Request for Proposals (RFP) for Consultancy Services. Details of the RFP are listed in Section II.

Background: On 22nd May 2018, the Global Environment Facility (GEF) Secretariat approved a mid-sized project “Strengthening the Capacity of Institutions in Uganda to Comply with the Transparency Requirements of the Paris Agreement”, See more about the project at [CBIT Uganda](#). The project is funded through The Capacity Building Initiative for Transparency (CBIT), established at COP 21 to support developing countries to enhance transparency requirements as defined in Article 13 of the Paris agreement in a timely manner. The project is executed by the Ministry of Water and Environment Climate Change Department (CCD MWE) and the Africa Innovations Institute (AfrII).

The main objective of this project is to support institutions in Uganda to respond to the Transparency Requirements of the Paris Agreement. The project has three main components:

- i. Establish & strengthen institutional arrangements for robust GHG emission inventory and MRV System,
- ii. Build the capacity of key stakeholders to collect, process and feed gender disaggregated data into the GHG emissions inventory and MRV system and
- iii. Test and pilot the GHG emission inventory and MRV system.

Interested offerors, should indicate their interest in submitting a proposal for the consultancy to CI at procurementaffd@conservation.org by 16:00 PM (EAT) on 6th July 2019.

ETHICS STANDARDS

Conservation International's reputation derives from our commitment to our core values: Integrity, Respect, Courage, Optimism, and Passion and Teamwork. CI's Code of Ethics (the "Code") provides guidance to CI employees, service providers, experts, interns, and volunteers in living CI's core values, and outlines minimum standards for ethical conduct which all parties must adhere to.

Any violations of the Code of Ethics should be reported to CI via its Ethics Hotline at www.ci.ethicspoint.com.

CI relies on the personal integrity, good judgment and common sense of all third parties acting on behalf, or providing services to the organization, to deal with issues not expressly addressed by the Code or as noted below.

Integrity:

- Act in good faith, responsibly, with due care, competence and diligence and maintain the highest professional standards at all times.
- Comply with all contractual terms as well as all applicable laws, rules and regulations, domestic and international, in every country where Services are carried out.
- Provide true representation of all Services performed.
- Never engage in any of the following acts: falsification of business document or receipts, theft, embezzlement, diversion of funds, bribery, or fraud.

Transparency:

- Avoid conflicts of interest and not allow independent judgment to be compromised.
- Not accept gifts or favors from sub-contractors, suppliers or other 3rd parties that would negatively impact the provision of Services to CI.

Accountability:

- Disclose to CI, at the earliest opportunity, any information you have or become aware of, that may result in a real or perceived conflict of interest or impropriety.
- Implement activities, provide Services, and manage staff and operations in a professionally sound manner, with knowledge and wisdom with the goal of a successful outcome per the terms of this Agreement.

Confidentiality:

- Not disclose confidential or sensitive information obtained during the course of your work with CI.
- Protect confidential relationships between CI and other 3rd parties.

Mutual Respect and Collaboration:

Engage with indigenous peoples and local communities in which CI works in a positive and constructive manner that respects the culture, laws, and practices of those communities, with due regard for the right of free, prior and informed consent.

TABLE OF CONTENTS

SECTION1: INSTRUCTIONS AND GENERAL GUIDANCE

- 1.1 Introduction
- 1.2 Required Skills and Experience
- 1.3 Instructions for applicants
- 1.4 Location of Task/Applicable Trips
- 1.5 Chronological List of Events
- 1.6 Submission and Requirement
- 1.7 Evaluation and Basis for Award

SECTION 2: Scope of Work

- 2.1 General Background
- 2.2 Objectives
- 2.3 Key Tasks
- 2.4 Specific requirements for the consultants
- 2.5 Deliverables/Estimated Outputs

SECTION 1: INSTRUCTIONS AND GENERAL GUIDANCE

1.1 Introduction

CI Africa Field Division (CI AfFD), is soliciting proposals from eligible and interested individual consultants and firms to undertake consultancy.

1.2 Required Skills and Experience

CI requires consultant(s) with senior-level qualifications to perform the work described above.

- i. Individuals will have, at least a minimum of 10 years' experience in the field of climate change, environment conservation/management, Greenhouse gas concepts and Measuring, Reporting and verification.
- ii. Substantial experience working under the climate change, biodiversity and land degradation, sustainable forest management focal areas, as well as demonstrable experience working with the Government of Uganda is a major advantage.
- iii. The team should demonstrate previous experience and work in training on GHGI and MRV in developing country context preferably Africa.

We welcome applications from individuals and registered consulting firms.

1.3 Instructions for applicants

I.3.1. Submission Deadline: Proposals must be emailed to procurementaffd@conservation.org, no later than **6th July 2019 (4:00 PM EAT)**. Proposals should be correctly identified with RFP number. **RFP KN003/2019**

I.3.2. Inquiries: Interested Offerors can submit their questions to procurementaffd@conservation.org.

I.3.3. Restrictions on multiple submissions: Each offeror may submit only **one** proposal. Submission of multiple proposals will result in disqualification of the interested offeror.

I.3.4. Communications: Upon issuance of this RFP, CI AfFD, its representative(s), or partners will not answer questions or otherwise discuss the contents of this RFP with any potential Offerors or their representative(s), except for the written inquires described in sub-part I.3.1 above. Attempts to ask questions by phone or in person will not be allowed or recognized as valid. Failure to observe this restriction may disqualify the offeror.

I.3.5. Amendments: Any amendment to this request for proposal will be communicated to all interested offerors via email.

I.3.6. Validity Period: Offerors proposals must remain valid for 90 calendar days after the RFP deadline.

I.3.7. Terms of contracts: This is a request for proposals only and in no way, obligates CI AfFD to award a contract. In the event of contract negotiation with a successful offeror, CI AfFD will issue a service agreement (hereinafter referred to as “the contract”). The contract terms and conditions are non-negotiable.

1.4 Location of Task/Applicable Trips

The consultant shall work from their base of operations and will be required to make visits to identified stakeholders’ organizations in Uganda as necessary.

1.5 Chronological List of Events

The following calendar summarizes important dates in the solicitation process. Offerors must strictly follow these deadlines.

RFP published	14th June 2019
Deadline for written questions	30th June 2019
Quotations due date	6th July 2019

1.6 Submission and Requirement

The proposals must address the following information at the minimum (Financial & Technical) to CI AffD. The maximum number of pages for technical proposal is 3 and **financial must be shared in excel**.

Technical Proposal:

The Technical Proposal should describe in detail how the offeror intends to carry out the requirement described in Section 2, Scope of Work (SOW). The technical proposal should demonstrate a clear understanding of the work to be undertaken and the responsibilities of all parties involved.

a. Cover Letter: Offerors should include a cover letter indicating the offerors interest for the assignments listed in Section III. The cover letter should provide a complete mailing address, electronic mail address(es) and telephone numbers. It should clearly list the name of offeror(s) submitting the proposal

b. Management, Key Personnel, and Staffing Plan. This section should include CV(s) of consultant(s) that will be assigned to the implementation of the proposed methodology.

c. Technical Approach, Methodology and Detailed Work Plan. This part shall be between 3 and 5 pages long but may not exceed 5 pages.

I.4.2. Past performance: The offerors must provide 3 past performance references of similar work (Under contract or sub-contract). The offerors must provide contact information of companies including Name, Point of Contact who can speak to the offeror's performance, and address of the companies.

Financial Proposal:

I.4.3 The cost proposal is used to determine which proposals are the most advantageous. The price of the contract to be awarded will be an all-inclusive. No profit, fees, taxes, or additional costs can be added after award. Nevertheless, for the purpose of the proposal, offerors must provide a detailed budget showing major expense line items.

Format: budgets must be prepared and submitted in Microsoft Excel and explicitly show all units (e.g., labour days), unit costs (e.g., loaded daily rates), and total costs. Excel files should be "unlocked" and show all calculations.

Consultant Designation/Title	No. of Personnel	No. of workdays	Unit rate	Total fees
Fees- ie consultancy				

Sub-totals		xxx days		yyy
Applicable taxes				
Sub Total				XXXX
Cost-reimbursable items	No. of Personnel	No. of workdays	Unit rate	Total fees
Flight				
Transport/taxi				
Accommodation				
Total reimbursables				XXX
TOTAL				XXX

1.7 Evaluation and Basis for Award

I.7.1. Award: CI AfFD will award a contract to the applicants whose proposals is considered to be the Best Value to CI AfFD, Technical factors, and price will be considered.

I.7.2. Award: CI AfFD reserves the right to consider offerors qualifications, references; conduct studies and other background check as necessary to evaluate any response; request additional relevant information; disqualify offer based on unsatisfactory reference checks, reports and records of service.

Criterion	Points
<p>Demonstrated experience working with the Government of under climate change, biodiversity and land degradation, sustainable forest management, Monitoring and Verification System development focal areas.</p> <p>Or</p> <p>Experience working in developing countries in Africa on climate changes issues such as climate reporting, capacity building, Measurement, Reporting and Verification (MRV), GreenHouse Gas Inventory (GHGI) among others.</p>	20
<p>Relevant technical expertise: technical experience in training and GHG Inventory Development. Specifically;</p> <ul style="list-style-type: none"> Methodologies and tools for collecting, documenting and archiving GHG data for the AFOLU, waste, energy, transport and industry sectors, IPCC Inventory software for GHG emission calculation and general computation of GHG, 	60

<ul style="list-style-type: none"> • Data requirements for GHG Inventory development and key categories • Key Category Analysis, and sector GHG integration • Ability to calculate GHG emissions estimates using agreed upon Guidelines (including methods, collection of AD, EFs and other parameters). • Ability to calculate uncertainty • Ability to prepare and report recalculations in accordance with the 2006 IPCC Guidelines and relevant reporting formats • Ability to report emissions using agreed upon formats • Ability to implement QA/QC procedures according to 2006 IPCC guidelines 	
<p>Appropriate budget, demonstrating appropriate allocation of labour days in relation to tasks and deliverables; appropriate consultant daily rates in relation to qualifications; appropriate other direct costs in relation to the scope of work; and overall cost effectiveness.</p>	20
<p>Total</p>	100

SECTION 2: SCOPE OF WORK

Training on GHG inventory in Agriculture, Forestry, Energy, Transport Waste, and industry sectors in Uganda

2.1 General Background

Conservation International (CI) is a non-profit public charity conservation organization, set up in 1987, with headquarters in Arlington, Virginia. It is one of the largest conservation organizations headquartered in the US, with close to 1,000 employees worldwide. Its vision is to protect nature, and its biodiversity, for the benefit of humanity.

On 22nd May 2018, the Global Environment Facility (GEF) Secretariat approved a mid-sized project “Strengthening the Capacity of Institutions in Uganda to Comply with the Transparency Requirements of the Paris Agreement”, see more about the project at [CBIT Uganda](#). The project is funded through the Capacity Building Initiative for Transparency (CBIT), established at COP 21 to support developing countries to enhance transparency requirements as defined in Article 13 of the Paris agreement in a timely manner. The project is executed by the Ministry of Water and Environment Climate Change Department (CCD MWE) and the Africa Innovations Institute (Afril).

The main objective of this project is to support institutions in Uganda to respond to the Transparency Requirements of the Paris Agreement. The project has three main components:

- i. Establish & strengthen institutional arrangements for robust GHG emission inventory and MRV System,
- ii. Build the capacity of key stakeholders to collect, process and feed gender disaggregated data into the GHG emissions inventory and MRV system and
- iii. Test and pilot the GHG emission inventory and MRV system.

2.2 Objectives

The objective of this assignment is to conduct trainings in GHG emissions for representatives from the key emission sectors (Agriculture, Forestry, Transport, Energy, Waste, and Industry).

2.3 Key Tasks

Under the overall supervision of CBIT Project Manager at the Africa Innovations Institute (Afril), the Vital Signs Africa Field Director and Senior Technical Manager and in close collaboration with the Climate Change Department of the Ministry of Water and Environment (MWE-CCD), the consultant will perform the following tasks:

- i. **The consultant(s) will lead the capacity building activities at the institutional level (MWECCD), personnel and multi-sectoral actors (i.e., Energy, Industrial Processes, and Product Use, Agriculture, LULUCF and Waste) level.** The trainees

are expected to be drawn from the Government, academic and civil society sectors as appropriate. The training should be complementary to previous trainings conducted and should not duplicate identified previous trainings. To improve inventory skills and immediately apply skills to real problems, trainings should focus on practical skills, applying real data and information from Uganda, with the goal of directly supporting upcoming national and international reports and submissions. The trainings are expected to involve crosscutting GHG inventory processes, measurement, reporting and verification protocols and policies, and NDC MRV methods.

- II. **Support the development of GHG emissions inventory and guidelines by building capacity of the sectors identified in (i) above.** The consultants will provide tools and templates that will guide these institutions on how to establish institutional arrangements for preparing national inventories and related UNFCCC reporting that promotes transparency, accuracy, consistency, comparability, and completeness. The consultant will train the stakeholders on collection processing and interpretation of **GHG data** and enhancement of GHG inventories and emission projections in the key emission sectors. They will also train on MRV systems, tracking NDCs, and UNFCCC reporting

2.4 Specific requirements for the consultants

i. Agriculture, Forestry and other land use

The consultant should be conversant with training in;

- Methodologies and tools for collecting, processing, documenting and archiving GHG data for agriculture and forestry sectors,
- IPCC Inventory software for GHG emission calculation and the data requirements,
- Knowledge of systems for data collection, processing and emissions estimations that are attributable to livestock, soil and fertilizer management, rice paddy cultivation, land conversions, biomass stocks (above and below ground), wood extraction and fire in all land units
- Key Category data collection, analysis, and computation of GHG emissions and removals for agriculture and forestry sub sectors
- Data disaggregation for GHG inventory e.g. Livestock breeds, feeds, manure management, fertilizer types etc.
- Land use and land use change mapping within and outside protected areas (forest land, cropland, grassland, wetland, settlements etc.)
- Formulation of relevant country specific emission factors
- The IPCC guidelines and good practice required for GHG inventory
- Uncertainty analysis for the agriculture and forestry sector
- Measuring Reporting and Verification of GHG data in all agriculture and forestry sub sectors

ii. Energy, Transport and Industry

The consultant should demonstrate training expertise in areas of;

- Methodologies and tools for collecting, documenting and archiving GHG data for the energy, transport and industry sectors
- IPCC Inventory software for GHG emission calculation and general computation of GHG in the energy, transport and industry sectors
- Data requirements including fuel type and amounts disaggregation in all energy, transport and industry subsectors (e.g. including industrial subcategory such as manufacturing Industries, chemical industry, food processing, mining, wood processing, construction and textile industry; types of vehicles, fuel quantities and distance covered by vehicles etc.). Fuel combustion activities (Energy industries, Transport, manufacturing industries and construction)
- Fugitive emissions from fuels (solid fuels, including (firewood and charcoal), oils and natural gas) and monitor in country fuel stock change
- Carbon dioxide transport and storage
- Key Category Analysis, and sector GHG integration
- The IPCC guidelines and good practice required for GHG inventory
- Knowledge on the difference between sectoral approach and reference approach in GHG estimation for the energy and transport sectors
- Uncertainty analysis for the energy, transport and industry
- Formulation of relevant country specific emission factors
- Measuring Reporting and Verification of GHG data in all energy, transport and industry sectors

iii. Waste

The consultant should demonstrate experience and knowledge in delivering trainings in;

- Solid waste disposal and management
- Biological treatment of solid waste
- Incineration and open burning of waste
- Wastewater treatment and discharge including industrial effluents
- Methodologies and tools for collecting, documenting and archiving GHG data for waste sector; including designing systems and tools to collect data on wastewater generated, quantities of solid waste (volume and density), waste type by composition (biodegradable and none biodegradable)
- Data requirements including waste type disaggregation in all waste sub sectors
- Key Category Analysis, GHG emission calculation and general computation of GHG in the waste sector
- The IPCC guidelines and good practice required for GHG inventory for the waste sector
- Uncertainty analysis for the waste sector
- Formulation of relevant country specific emission factors for the waste sector
- Measuring Reporting and Verification of GHG data in all waste sub sector.

iv. Climate Change Department, coordination institutions and data managers

The consultant should demonstrate experience and knowledge in delivering trainings in;

- Coordination skills for effective collection processing and reporting of GHG data and climate change information
- GHG inventory and reporting concepts and procedures including GHG data entry, data standardization, data Quality Assurance and /Quality Control,
- Data management including GHG collection, computation, conversion factors, emission factors and their application and use of IPCC tools
- Measuring Reporting and Verification of GHG data in all Sectors

2.5 Deliverables/Estimated Outputs

- i. Inception report detailing the understanding/ interpretation of the ToRs; the methodology of carrying out the assignment; work plan and implementation schedule as agreed upon with CI, AfrII, and CCD-MWE submitted 5 days after signing of contract.
- ii. Training schedule and milestones
- iii. A training manual on field data collection, processing and transmission across the key emission sectors (Two hard copies and soft copies).
- iv. A training plan on field data collection, processing and transmission across the key sectors (Two hard copies and soft copies).
- v. National GHGI system operationalized

(Please note detailed tasks and deliverables will be discussed and agreed upon during contract negotiation)